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PUBLIC EMPLOYMENT
RELATIONS BOARD

Master Contract
Between

**Remsen-Union Community School
District**

And

**Remsen-Union Education
Association**

For

2007-2008

TABLE OF CONTENTS

ARTICLE I - DEFINITIONS	4
A. REPRESENTATION	4
B. DEFINITIONS	4
ARTICLE II - DUES DEDUCTION	4
A. ASSOCIATION	4
B. REGULAR DEDUCTION	4
C. PRORATED DEDUCTION	4
D. DURATION	4
E. HOLD HARMLESS	5
F. OTHER DEDUCTIONS	5
ARTICLE III - GRIEVANCE PROCEDURE	5
A. DEFINITIONS	5
B. GENERAL PROCEDURES	5
C. PROCESSING GRIEVANCES	5
D. EXCLUSIVE GRIEVANCE PROCEDURE	6
E. GRIEVANCE FILES	6
ARTICLE IV - WORK DAY	6
A. WORK DAY	6
B. LUNCH PERIOD	7
C. PREPARATION TIME	7
D. INCLEMENT WEATHER	7
E. DUTIES OUTSIDE THE REGULAR WORK DAY	7
F. SHORTENED DAY	7
ARTICLE V - VACATIONS and HOLIDAYS	7
A. VACATIONS	7
B. HOLIDAYS	8
ARTICLE VI - WAGES and SALARIES	8
A. SCHOOL YEAR	8
B. REGULAR SALARY SCHEDULE	8
C. CONTINUING EMPLOYEE PLACEMENT ON SALARY SCHEDULE	8
D. PLACEMENT OF NEW HIRES	8
E. PLACEMENT OF FORMER EMPLOYEES	8
F. ADVANCEMENT ON SALARY SCHEDULE	9
G. METHOD OF PAYMENT	9
H. H.F. 499 PROGRAMS	9
I. CLASSROOM PURCHASES	9
J. PERSONAL PROFESSIONAL DEVELOPMENT ASSIATNCE	9
ARTICLE VII - INSURANCE	10
A. COVERAGE	10
B. DESCRIPTIONS	10
C. SELECTION OF CARRIERS	10
D. BOARD-PROVIDED INSURANCE PROGRAMS	10
ARTICLE VIII - SUPPLEMENTAL PAY	10
A. EXTRA-CURRICULAR ACTIVITIES	10

ARTICLE IX - SICK LEAVE.....	10
A. ACCUMULATION BENEFITS	11
B. NOTIFICATION	11
C. USE OF SICK LEAVE.....	11
D. PROOF OF ILLNESS	11
E. EXTENDED LEAVE.....	11
F. SICK LEAVE BANK	11
ARTICLE X - TEMPORARY LEAVES.....	11
A. PERSONAL LEAVE	11
B. PROFESSIONAL LEAVE	12
C. BEREAVEMENT LEAVE	12
D. JURY DUTY LEAVE	12
E. FAMILY ILLNESS	12
F. GOOD CAUSE LEAVE	12
G. ASSOCIATION LEAVE	12
ARTICLE XI - EXTENDED LEAVES OF ABSENCE	12
A. PARENTAL LEAVE	12
B. FAMILY LEAVE	13
C. MILITARY LEAVE	13
D. POLITICAL OFFICE LEAVE	13
E. UNPAID LEAVE	13
ARTICLE XII - EMPLOYEE EVALUATION PROCEDURE	14
A. EVALUATION PROCEDURES & FORMS	14
ARTICLE XIII - STAFF REDUCTION PROCEDURES.....	14
A. CLASSIFICATION	14
B. LAYOFF PROCEDURES	14
C. RECALL PROCEDURES	15
D. BENEFITS	15
E. SUPREMACY OF THE RECALL LIST	15
ARTICLE XIV - TRANSFER PROCEDURES.....	15
A. DEFINITION	15
B. NOTIFICATION	15
C. VOLUNTARY TRANSFER PROCEDURE.....	16
D. INVOLUNTARY TRANSFERS	16
E. POOL TRANSFERS.....	16
ARTICLE XV - SENIORITY.....	16
A. DEFINITION	16
B. SENIORITY DETERMINATION	16
C. SENIORITY LIST	16
ARTICLE XVI - HEALTH AND SAFETY PROVISIONS	16
A. PHYSICAL FITNESS	16
B. UNSAFE AND HAZARDOUS CONDITION	16
ARTICLE XVII - IN-SERVICE TRAINING.....	16
A. IN-SERVICE TRAINING	16
B. COMMITTEE	17

ARTICLE XVIII - MISCELLANEOUS PROVISIONS.....	17
A. SEPARABILITY	17
B. COMPLIANCE CLAUSE.....	17
C. PRINTING	17
D. DURATION	17
E. SIGNATURE CLAUSE	17
APPENDIX A - DUES DEDUCTION FORM	18
APPENDIX B - GRIEVANCE FORM	19-20
ADDENDUM 1 - INSURANCE	21
REMSSEN-UNION - SALARY INDEX (2007-2008).....	22
REMSSEN-UNION - SALARY SCHEDULE (2007-2008)	22
EXTRA CURRICULAR	23-24
COACHING EVALUTION.....	25-26

ARTICLE I - DEFINITIONS

A. REPRESENTATION

The Remsen-Union Education Association, an affiliate of the Iowa State Education Association and the National Education Association, is the certified bargaining representative for all persons employed by the Board of Education of the Remsen-Union Community School District as set forth in the certification instrument issued by the Public Employment Relations Board on the 5th day of August, 1992, (Case no. 4716), whether under verbal or written contract or on leave.

The bargaining unit described in the above certification is as follows:

INCLUDE: All professional employees of the district including teachers, counselors, librarians, federal program employees, coaches, and all other employed in a professional capacity.

EXCLUDE: The superintendent, principals, all classified employees, and all others excluded by Section 4 or the Act. Classified employees shall include, but not be limited to, the following: custodians, secretaries, bus drivers, lunchroom personnel, and other designated personnel.

B. DEFINITIONS

1. The term "Board", as used in this Agreement, shall mean the Board of Education of the Remsen-Union Community School District or its duly authorized representative(s).
2. The term "District", as used in this Agreement, shall mean the Remsen-Union Community School District.
3. The term "Association", as used in this Agreement, shall mean the Remsen-Union Education Association or its duly authorized representative(s).
4. The term "Employee", as used in this Agreement, shall mean a (all) person(s) represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.

ARTICLE II - DUES DEDUCTION

A. ASSOCIATION

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board or its designee an assignment authorizing payroll deduction of organizational dues, fees, and donations. The form of the assignment shall be set forth in Appendix A.

B. REGULAR DEDUCTION

Pursuant to receipt of a proper deduction authorization, the Board shall deduct one-tenth (1/10) of the total amount authorized from the regular salary check of the employee each month for ten (10) months, beginning in October and ending in July.

C. PRORATED DEDUCTION

Employees who begin deduction after September shall have the total amount prorated on the basis of the remaining months of employment through August.

D. DURATION

Such authorization to deduct shall continue in effect from year to year unless revoked by thirty (30) days written notice to the Board and to the Association.

E. HOLD HARMLESS

The Association agrees to indemnify and hold harmless the Board, each individual member of the Board and all agents of the Board against all claims, costs, suits or other liability and all court costs arising out of the application of Section A – D of this Article.

F. OTHER DEDUCTIONS

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, and any other program approved by the Board and Association.

ARTICLE III - GRIEVANCE PROCEDURE

A. DEFINITIONS

1. Grievance - A "grievance" shall mean only a claim that there has been a violation, misinterpretation, or misapplication of specific provision of this Agreement.
2. Grievant - A "grievant" is the employee, group of employees or the Association making the complaint.
3. Days - As used in this Article, the term "days" means employee working days.

B. GENERAL PROCEDURES

1. Time Limits - The number of days indicated at each level shall be considered as a maximum. The time limits specified may, however, be extended by mutual written agreement.

The failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.

2. Year-End Grievances - If a grievance is filed or if a grievant has a right to file a grievance at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be proportionately reduced so that an arbitrator is selected prior to the end of the school year, or within a maximum of twenty-one (21) calendar days thereafter.

If a grievant fails to meet the deadline set forth in this paragraph for reasons, which are not attributable to the grievant, then the grievant shall not be barred from processing the grievance.

3. Superintendent Level Decision - Whenever the decision, giving rise to a grievance was made by the Superintendent, the grievant must file the grievance beginning at the Second Step and must do so within fifteen (15) days of the decision.
4. Right to Representation - The grievant shall have the right to representation at all levels of the grievance procedure. If an individual grievant does not continue the grievance, the Association may continue the grievance to the succeeding levels.
5. Continuity of Instructional Program - It is agreed that any investigation or processing of any grievance by the grievant shall be conducted so as to result, insofar as possible, in no interference with or interruption of the instructional program of the grievant or of the teaching staff.

C. PROCESSING GRIEVANCES

1. First Step (Principal)

Within fifteen (15) days of the act, which gave rise to a grievance, the grievant shall complete, deliver, and file with the principal the written Grievance Report form set forth in Appendix "B". The parties shall meet to discuss the grievance within ten (10) days of the Principal's receipt of the Grievance Report. Within ten (10) days following the meeting, the principal shall make a decision on the grievance, enter such decision on the Grievance Report form, and communicate such decision in writing to the grievant, the Association, and Superintendent.

2. Second Step (Superintendent)

In the event a grievance has not been satisfactorily resolved at the First Step, the grievant shall file a copy of the grievance with the Superintendent within fifteen (15) days of the Principal's written decision at the First Step. Within ten (10) days after such written grievance is filed the grievant and Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) days of the Second Step grievance meeting and communicate it in writing to the grievant, the Association and the principal.

3. Third Step (Arbitration)

If the Association determines that the grievance has merit, it may submit the grievance to arbitration by written notice to the Superintendent or to the Board of Education. Such notice shall be given within fifteen (15) days of receipt of the Superintendent's decision.

Within ten (10) days after such written notice of submission to arbitration, the Association shall make a request to the Public Employment Relations Board for a list of seven (7) arbitrators listed with the American Arbitration Association. Within five (5) days of receipt of the Public Employment Relations Board list, the parties shall determine by lot the first strike and shall then alternately strike names until one remains. He/she shall be the arbitrator.

The arbitrator selected will confer with the representatives of the Board and the Association, hold hearing(s), and issue his/her decision not later than twenty-one (21) calendar days from the date of the close of the hearings, or, if oral hearings have been waived, from the date the final statements, proofs, and/or briefs are submitted. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision other than one, which interprets the terms of this Agreement. The decision of the arbitrator shall be final and binding upon the parties.

The costs for the services of the arbitrator, including per diem expenses, if any, travel and subsistence expenses and the cost of any hearing room will be borne equally by the Board and the Association.

D. EXCLUSIVE GRIEVANCE PROCEDURE

A grievance shall be presented on the Grievance Report form, Appendix "B", attached hereto.

E. GRIEVANCE FILES

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

ARTICLE IV - WORK DAY

A. WORK DAY

The regular employee in-school workday for full-time employees shall consist of eight (8) consecutive hours per day with the workday being from 7:45 a.m. to 3:45 p.m. Once selected the workday shall remain in effect for the school year unless the parties mutually agree to a change. On

Fridays and days preceding holidays or vacation periods, the work day shall end following the departure of buses from the high school.

B. LUNCH PERIOD

Each employee shall have a lunch period of at least twenty-five (25) minutes each day. This lunch period shall be duty-free for four (4) out of each five (5) day cycle. This shall not be interpreted to mean that one (1) lunch period per week will be fully scheduled with supervision of students.

C. PREPARATION TIME

The district recognizes that teachers need an individual planning time during the school day. The district will provide each middle/high school teacher with a minimum of one period of personal planning time and each elementary teacher with a minimum of 30 minutes of individual planning time; not including recess, lunch or before/after school. Preparation periods may be adjusted if the school day is shortened for an early dismissal.

D. INCLEMENT WEATHER

Employees shall not be required to report more than one-half hour before or remain after student attendance is required on occasions of amended student attendance hours because of inclement weather. Employees shall not be required to report when student attendance is cancelled because of inclement weather, such as snow, fog, heat, or any other unforeseen circumstances.

E. DUTIES OUTSIDE THE REGULAR WORK DAY

It is recognized that the total school program includes such events and activities as plays, athletics, music programs, open houses, parent-teacher conferences and programs, faculty meetings and all other similar school type functions and programs. It is understood that teachers may be required to attend or participate in these functions and programs. The administration will make an effort to schedule the meetings within the regular school day.

Employees shall be required to work no more than three (3) events such as athletic contests, drama, music, etc. Employees will be compensated for these required duties at the rate set forth in Schedule B. A schedule of work assignments shall be provided at the beginning of the school year. It is understood that the schedule is subject to being changed, if necessary. Non-compensated events rescheduled to Saturday or Sunday will not be mandatory as work assignments.

F. SHORTENED DAY

Anytime there is an unscheduled shortened day due to unforeseen circumstances such as weather, the district will not be required to compensate teachers for lost preparation time either through reduction of period length or cancellation of a class or program. However, if the loss of preparation time is due to another employee's absence, compensation will be provided. (according to the rate set in Schedule B, Supplemental Pay of this provision.)

ARTICLE V - VACATIONS AND HOLIDAYS

A. VACATIONS

Employees shall receive unpaid vacation on the following days:

1. The Friday following Thanksgiving
2. From Christmas Eve through January 1, and
3. On the Friday before and the Monday following Easter Sunday.

All makeup days will be added to the end of the academic school year.

B. HOLIDAYS

Employees shall receive six (6) paid holidays:

- Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, President's Day, Memorial Day

No employee shall be required to perform duties on any of these holidays, except that the Band Director may be required to perform duties on Memorial Day and shall be paid one-half of the employee's regular contract per diem rate of pay for such work.

ARTICLE VI - WAGES AND SALARIES

A. SCHOOL YEAR

The number of days in the school year shall be determined by the Board at the outset of negotiations. The salary schedule is based upon a one hundred ninety-two (192) day school year. Any additional days will be paid at per diem. If the state mandates and pays for additional days, District will pay the per diem rate. If the Board desires to increase this number of days the proposed salary schedule will be open to negotiation.

B. **REGULAR SALARY SCHEDULE**

The salary of full-time employees are set forth in the salary schedule contained in Schedule "A".

The salaries of part-time employees shall be at a ratio proportionate to their part-time service.

If the contract of an individual teacher provides for work on more than 192 days, then the additional days beyond 192 shall be compensated according to the per diem basis.

Starting with the 2001-2002 school year, teachers who are at the end of a horizontal lane shall receive a career increment equal to a step plus the amount of increase to the base salary. Those teachers receiving a career increment prior to the 2001-2002 school year, shall continue to receive one hundred four percent (104%) of their previous year's salary, as long as they are employed with the Remsen-Union Community School District.

C. CONTINUING EMPLOYEE PLACEMENT ON SALARY SCHEDULE

Each employee shall be placed on his/her proper step of the salary schedule as of the effective date of this agreement as set out in Addendum 2.

D. PLACEMENT OF NEW HIRES

Upon initial employment, up to **nine (9) years** credit on the employee salary schedule shall be given for previous outside teaching experience in a duly accredited school, and full educational lane credit shall be given for undergraduate and graduate school credits earned. Added years of experience may be given by Board approval. New hires without previous teaching experience shall be placed at the base step of the lane appropriate to their education. Educational lane placement will be in accordance with Board policy.

E. PLACEMENT OF FORMER EMPLOYEES

An employee with previous teaching experience in the District shall receive full credit on the salary schedule for all years of teaching experience with the Remsen-Union Community School District and shall be granted up to **(9) years** credit for teaching experience outside the District. Education lane placement will be in accordance with Board policy.

F. ADVANCEMENT ON SALARY SCHEDULE

1. Vertical Advancement

and shall be granted up to (9) years credit for teaching experience outside the District. Education lane placement will be in accordance with Board policy.

F. ADVANCEMENT ON SALARY SCHEDULE

1. Vertical Advancement

Employees shall be granted one (1) vertical step on the schedule for each year of service until maximum for their education classification has been reached. A year of service consists of employment in the District for ninety-seven (97) or more days of one school year.

2. Horizontal Advancement

In order to change from one education lane to another, employees must file their request to do so with the Superintendent on or before the first workshop day of the school year in which the employee seeks advancement. Such request shall include the education lane in which the employee will be placed. The employee shall file a transcript of grades of the courses to be used for such advancement by October 1 of the school year in which the employee seeks advancement.

Credits for educational lane advancement shall be governed by Board policy.

If the employee fails to file a transcript of grades by October 1, then the employee shall be placed in the same salary schedule lane as the preceding school year, until such time that the transcript is provided.

G. METHOD OF PAYMENT

1. Pay Periods - Each employee shall be paid in twelve (12) equal installments by the fifth calendar day of each month. Each employee shall receive his/her checks at his/her regular building(s) and on regular school days unless otherwise designated by the employee.
2. Exceptions - When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
3. Final School Year Pay - Each employee shall have the option of receiving all or any part of his/her earned contracted salary on the June pay period, dependent on the availability of District funds.
4. Summer Checks - summer checks shall be mailed to the address designated by the employee or be available at the District office on or before the pay period days listed above.

H. H.F. 499 PROGRAMS

1. Phase I and II - Phase I and II monies are incorporated into the attached salary Schedule A.
2. If the legislation regarding H.F. 499 is amended or if the funding formula or monies appropriated for H.F. 499 are changed, then the parties agree to negotiate regarding the amendment or change in funding.

I. CLASSROOM PURCHASES

1. Teachers will be given a maximum of \$100 to be used in their classroom during the calendar school year utilizing generally accepted accounting procedures. The Superintendent will approve all purchases. This would be in addition to the year-end supplies provided by the school. The nonperishable items will remain with the school and the materials must be ordered by May 1st of the current school.

- J. The District acknowledges there must be a commitment on its part to provide and retain "Highly Qualified Teachers". In order for this to occur the District must support the teaching staff's individual professional development. The District will provide a stipend of up to \$300 within this Contract's timeframe to any teacher who attends and receives credit for "qualified and appropriate" courses that lead toward graduate or recertification accreditation and/or professional development outlined in his or her Individual Career Development Plan. All classes must be approved by District Administration prior to attendance for the District to reimburse the attendee.

ARTICLE VII - INSURANCE

A. COVERAGE

Board-provided insurance programs shall be twelve (12) consecutive months (beginning September 1st and ending August 31st). Employees new to the District shall be covered by Board-provided insurances no later than August 15th or the first day the month following the date of their initial employment, whichever comes last.

B. DESCRIPTIONS

The plan to be in effect is the Wellmark PPO/250 Plan.

C. SELECTION OF CARRIERS

The Board shall select all insurance program carriers. There shall be opportunities for summer pre-enrollment and other open enrollment as provided by the carrier. No reduction in benefits shall occur because of a change in carriers.

D. BOARD-PROVIDED INSURANCE PROGRAMS

1. *Health, Major Medical and Dental - For 2007-2008, the employee shall receive four hundred and seventy (\$479.00) per month toward health, major medical and dental insurance. The difference between four hundred seventy (\$479.00) and the cost of the employee premium for health, major medical and dental may be (1) applied toward dependent health, major medical and dental; (2) taken in cash; or (3) applied towards an annuity. This money shall be distributed on a pro-rata basis of the employee's full-time employment.*

All employees shall be required to purchase single health, major medical and dental insurance except: (1) those exempted according to the provisions of addendum 1 - only for single health and major medical insurance; (2) married couples who are both employed by the District, where one must purchase single and the other spouse is covered by the family policy; and those part-time employees who do not or cannot take single insurance.

2. *Life - Each employee may elect to be covered by a term life insurance program that provides twenty thousand (\$20,000) dollars in term life coverage with standard accidental death and dismemberment provisions. The cost will be paid by the employee through payroll deduction.*
3. *Disability - Each employee may elect to be covered by a long-term disability insurance program. The cost will be paid by the employee through payroll deduction.*

ARTICLE VIII - SUPPLEMENTAL PAY

A. EXTRA-CURRICULAR ACTIVITIES

1. **Approved Activities** - The extra-curricular activities listed in Schedule B are official school-sponsored activities. Index Schedule for Supplemental Pay.
2. **Rates of Pay** - Employee participation in extra-curricular activities, which extend beyond the contracted workday, shall be compensated according to the rate of pay and/or other stipulations in Schedule B. Removed Drivers Education from Supplemental Pay Schedule.
 - a. Agree to remove the Athletic Director position and add an Activities Director from/to the Supplemental Salary Schedule @ 0.24.
 - b. Agree to add a Middle School Athletic Supervisor position to the Supplemental Salary Schedule for the 2007-2008 school year; if deemed necessary @ 0.07.
 - c. Agree to add an Assistant Speech Sponsor (Large Group) @ 0.0175.
 - d. Agree to add Designated Curriculum Writing/Revision Work (outside contract hours) @ \$15.00 per hour

ARTICLE IX - SICK LEAVE

A. ACCUMULATION BENEFITS

Each employee shall be provided eleven (11) sick leave days each year as of the first official work day of said school year whether or not he/she reports for duty on that day. In the second year, twelve (12) days shall be credited. In years three through five, the number of days credited shall be increased by one (1) each year. Thereafter, fifteen (15) days shall be credited. Unused sick leave shall be accumulated from year to year with a maximum accumulation of one hundred and ten (110) days. Employees shall have the option to convert ten of their unused sick leave days into one additional personal day per contract year. This personal day cannot be exchanged for payment as described in Article X part A.

B. NOTIFICATION

Notification of sick leave will be provided to employees by September 15 and will be provided on the employee's pay stub.

C. USE OF SICK LEAVE

Sick leave is granted for medically related disability and is intended to be used only when an employee's physical or mental illness or injury prevents him/her from performing his/her normal duties.

D. PROOF OF ILLNESS

The Superintendent may require the employee to furnish a doctor's statement to substantiate illness or injury for which sick leave benefits are requested.

E. EXTENDED LEAVE

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave and personal leave available shall be granted a leave of absence for the duration of the school year. The Board and the employee shall renew this leave for one additional year upon mutual agreement. Insurance benefits shall be continued at the expense of the Board until the completion of the school year in which the leave was initially granted. Thereafter, insurance benefits may be continued at the employee's expense subject to the approval of the insurance carrier.

F. SICK LEAVE BANK

The Board agrees to establish a sick leave bank as individual need arises.

ARTICLE X - TEMPORARY LEAVES

A. PERSONAL LEAVE

Regular full-time employees shall be granted two days of personal leave to accomplish personal business, which cannot be conducted outside the school day. Employees, who do not use a day or days of personal leave granted in sentence 1 of this provision, shall be paid an amount equal to the cost of the substitute teacher.

Employees desiring to use personal leave shall submit a request for the leave in writing to the Superintendent at least three (3) working days prior to the requested leave day. No personal leave shall be granted on the work day immediately preceding nor a work day immediately following a holiday or a vacation period, nor any day on which professional development is scheduled, nor granted on a day on which parent-teacher conferences are held except at the discretion of the superintendent.

B. PROFESSIONAL LEAVE

The Superintendent may grant one day of leave each school year to each regular full-time employee for the purpose of attending professional meetings. Professional leave may be accumulated to a total of three (3) days. Additional days may be approved by the Superintendent and shall only be granted for the improvement of classroom instruction. Expenses relating to the professional meetings shall be paid by the Board up to \$300.00 for actual incurred expenses for registration, lodging and gas.

C. BEREAVEMENT LEAVE

An employee shall be excused from duty without loss of pay for five (5) days per occurrence in event of a death in the employee's immediate family (parent, spouse, child, sibling, parent-in-law, or sibling-in-law), for three (3) days per occurrence in event of the death of a grandchild or grandparent, and for one (1) day per contract year for the death of a friend or a relative not included above.

D. JURY DUTY LEAVE

Any employee who is summoned for jury duty during the school hours, or who is subpoenaed to testify as a witness in a judicial or administrative proceeding to which he/she is not a party shall be provided leave with pay for such duty or testimony and shall return to work upon completion of their jury duty or testimony. Any payment for jury duty shall be paid to the school district.

E. FAMILY ILLNESS

Employee shall be allowed to take a maximum of five (5) days per school year for family illness. "Family" shall be defined as spouse, parent, sibling or child. Family illness leave shall be considered a last resort and such leave shall only be allowed when the employee can demonstrate that no other arrangements can be made for the care of the family member. In the event that additional family illness leave days may be needed, an employee may use up to two (2) sick leave days as family illness leave. This would be done as a family illness arises.

F. GOOD CAUSE LEAVE

Other temporary leaves of absence, with or without pay, may be granted by the Superintendent for good cause.

G. ASSOCIATION LEAVE

Up to a total of four (4) days per year shall be granted to employees to attend the ISEA Delegate Assembly or to attend an Association conference or meeting. The Association shall reimburse the District for the cost of the substitute teacher if a substitute teacher is hired to replace the employee. The Association shall give the Superintendent at least three (3) working days notice prior to any use of Association leave by an employee.

ARTICLE XI - EXTENDED LEAVES OF ABSENCE

A. PARENTAL LEAVE

Parental leave will be available to employees for the birth of a child or the adoption of a child one-year of age or younger.

Employees who wish to take an extended leave of absence for child rearing shall notify the Superintendent immediately of their intent so that arrangements may be made for an effective transition of responsibilities to a substitute.

Employees who adopt a child shall receive up to fifteen (15) days of paid parental leave. Employees who give birth to a child and who have fewer than fifteen (15) days of sick leave as of the day of the birth of the child shall receive supplemental paid parental leave sufficient to increase the total

number of paid sick leave days plus parental leave days to fifteen (15). Employees desiring additional parental leave may make a request for unpaid leave in accordance with Section E of this Article.

Employees who choose to foster a child, shall have two (2) days paid parental leave per year and shall notify the superintendent in a timely manner.

As part of these arrangements, the Superintendent and the employee must reach mutual agreement on the length, the approximate beginning date, and the approximate end date of the leave and other relevant factors as determined by the Superintendent. If the employee and the Superintendent cannot make such arrangements, the Board shall act.

In reaching a mutually agreeable leave period, the effect of the employee's absence on the educational program and school district operations shall be considered. The Superintendent shall make this decision.

B. FAMILY LEAVE

A leave of absence without pay for up to one (1) year shall be granted to an employee for the purpose of caring for a sick or injured member of his/her immediate family. (spouse, child or parent).

C. MILITARY LEAVE

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay or benefits during the first thirty (30) days of such leave. On completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary schedule placement or benefits, which the employee had occurred prior to taking such leave.

Any employee whose military leave exceeds a continuous period of six (6) months shall make application for reinstatement to the Board within ninety (90) days after termination of such military service.

D. POLITICAL OFFICE LEAVE

The Board will provide a leave of absence to employees to run for elective public office. The Superintendent shall grant an employee an unpaid leave of absence to campaign as a candidate for any elective public office.

The employee will be entitled to one period of leave to run for elective public office, and the leave may commence any time within thirty (30) days prior to a contested primary, special, or general election and shall continue until the day following the election.

The request for political office leave must be made in writing to the Superintendent at least thirty (30) days prior to the starting date of the requested leave.

E. UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in this Agreement. The Superintendent must authorize unpaid leave for employees.

The Superintendent shall grant or deny the requested unpaid leave. In making this determination, the Superintendent shall consider the effect of the employee's absence on the education program and the school district operations, the employee's length of service, the employee's previous record of absence, the reason for the requested leave and any other factors the Superintendent believes are relevant to making this decision.

If unpaid leave is granted, the duration of the leave shall not exceed one (1) year and shall be coordinated with the scheduling of the educational program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, employees shall make a written request for unpaid leave at least ten (10) days prior to the beginning date of the requested leave. If the leave is granted, deductions in salary shall be made for insurance programs unless these deductions are specifically waived in writing by the Superintendent.

Employees granted leave under this Section shall be able to continue at their own expense the insurance benefits provided by this Agreement.

ARTICLE XII - EMPLOYEE EVALUATION PROCEDURE

A. EVALUATION PROCEDURES AND FORMS

1. Evaluation forms and criteria used for the Career Teacher Evaluation Procedure will be agreed upon by the Remsen-Union Education Association and the administration for the 2007-2008 School year and is included in the Teacher Evaluation Model

Agreed to modify Tier II evaluation procedures page 4 of the Remsen-Union Community Schools Teacher Evaluation Model to read, Formal Observations – Two formal observations will be conducted for each teacher. One formal observation must be conducted prior to February 1. The second must be held prior to the required summative evaluation conference (to be completed by March 31).

2. Agree to use new Coaching Evaluation document

ARTICLE XIII - STAFF REDUCTION PROCEDURES

A. CLASSIFICATION

1. Employees shall be classified in the following manner for purposes of staff reduction and shall be laid off in accordance with said classifications; K-5, 6-12 grade level areas. Reduction in the 6-12 grade level area shall be within curriculum departments. Reduction in art, music, physical education, special education, TAG, Chapter I, and library shall be within a K-12 classification.
2. Employees shall be classified based upon their teaching assignment during the school year in which staff reduction procedures are commenced, however, seniority shall be based on the number of years of continuous employment in the Remsen-Union Community District.

An employee with an assignment in more than one of the categories listed above in this section shall be classified in the curriculum department in which he/she has the greatest number of periods of assignment.

If the number of periods of an employee's assignment are equal, then the employee shall be classified in the curriculum department with the greatest length of service.

B. LAYOFF PROCEDURES

1. The Superintendent shall first attempt to make all staff reduction through attrition.

2. If attrition fails to accomplish the reduction in staff, then employees in the classification in which reduction is sought shall be laid off on the basis of seniority with the least senior employee being selected for lay off first (the "designee").
3. The designee shall then be pooled with all employees currently teaching in those areas of the designee's certification in which the designee has taught for the Remsen-Union Community School District.
4. The employee(s) to be laid off in the pool described in B (3) above shall be determined on the basis of seniority with the least senior employee being laid off first. The process shall be repeated until the least senior employee possible in the classification (K-5, 6-12) or K-12 has been laid off.

C. **RECALL PROCEDURES**

1. If there is a vacancy in any bargaining unit position, laid off employees with certification for the vacant position and previous teaching experience in the School District in the department in which the vacancy has occurred shall be recalled in reverse order of layoff.
2. An employee who, for reasons of staff reduction or realignment, resigns upon request shall be accorded the recall rights provided by this Article.
3. A laid off employee shall retain rights for two (2) years from the effective date of the layoff unless the employee waives these rights in writing. The effective date of the layoff shall be the last work day of the year in which the layoff was affected.
4. The laid off employee shall keep the Superintendent advised of his/her current address. Notice of recall shall be given by certified mail to the employee at his/her current address. If the employee fails to respond within fourteen (14) calendar days after the date of the mailing of the notice, the employee will be deemed to have refused the offer of recall. The employee shall be informed of the fourteen (14)-calendar day limitation in the letter communicating the offer of recall. Employees who are offered recall shall have only one opportunity to accept or reject a job offer by the Board.

D. **BENEFITS**

Employees who are recalled under the provisions of this Article will be placed on the salary schedule at the last step, which they attained at the time of their layoff and their sick leave benefits accumulated as of the effective date of their layoff shall be restored.

E. **SUPREMACY OF THE RECALL LIST**

Notwithstanding any other provision in the Agreement, no vacancy in a bargaining unit position will be filled by the Board and no work previously performed by employees in the bargaining unit shall be performed by any non-bargaining unit employee until the recall procedures set forth in this Article have been completed.

ARTICLE XIV - TRANSFER PROCEDURES

A. **DEFINITION**

As used in this Article, the term "transfer" shall mean: (1) the movement of a employee from grades K-5 to grades 6-12 or from grades 6-12 to grades K-5, (2) the movement of employees between grade levels if the movement is from grades K-3 to 4-5 or from grades 4-5 to K-3, (3) movement between curriculum departments in grades 6-12, and (4) movement from K-12 to either K-5 or 6-12.

B. **NOTIFICATION**

A copy of the Notice of Vacancy shall be posted in each district building and, if deemed necessary, with outside advertisement entities for a minimum of 5 days before the position being filled.

C. VOLUNTARY TRANSFER PROCEDURE

Employees who desire a transfer shall file a written request with the Superintendent for the position to which they seek to be transferred. The request for transfer shall be filed not later than the last date specified on the posting for the position. Any employee who applies for a transfer will be given an interview and will be notified, in writing, whether the transfer is granted or not.

The decision regarding a voluntary transfer shall be made by the Superintendent based upon the qualifications of the employee and the needs of the School District. An interview will be given to an voluntary transfer requesting the position and that person will be notified in writing if transfer is granted or not.

D. INVOLUNTARY TRANSFERS

An involuntary transfer is a transfer initiated by the Principal, or the Superintendent. The decision regarding an involuntary transfer shall be made by the Superintendent based upon the certification and seniority of the employee and the needs of the School District. The teacher will be notified in writing within ten (10) days of the transfer decision being made.

E. POOL TRANSFERS

Individuals who transfer voluntarily or involuntarily from one pool to another do not lose their district wide seniority as defined in Article XV Section A.

ARTICLE XV - SENIORITY

A. DEFINITION

Seniority is defined as the number of years of continuous employment in the Remsen-Union Community School District or its predecessors.

B. SENIORITY DETERMINATION

Seniority shall be District-wide and shall be computed from the date on which the employee signed his/her individual contract. Employees who work more than halftime or who work full-time for more than one-half the school year shall receive full seniority. Employees who work half-time or less shall receive pro-rated seniority. One full year of seniority equals full-time employment for a school year. If two or more employees have the same seniority date, then, for purposes of this agreement, the relative order of seniority shall be determined by drawing lots.

C. SENIORITY LIST

No later than September 30 of each school year, the District shall post in each building and deliver to the Association a list showing the seniority of each employee employed by the Board.

ARTICLE XVI - HEALTH AND SAFETY PROVISIONS

A. UNSAFE AND HAZARDOUS CONDITION

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well being, as defined by federal and state statutes, rules, regulations, and recommendations in regard to employee health and safety.

ARTICLE XVII - IN-SERVICE TRAINING

A. IN-SERVICE TRAINING

1. "In-Service" training means any training other than that received by an individual in a full-time program, which leads to a degree.

2. Other training means full-time training leading to a degree.

B. COMMITTEE

A committee of administration and teachers will formulate a plan of in-service for the upcoming school year. Two (2) teachers are to be selected by the association for this committee. A list of in-service ideas will be provided by the administration for this committee to approve for the in-services for the 2007-2008 school year. The in-service plan will be presented to the Board.

ARTICLE XVIII - MISCELLANEOUS PROVISIONS

A. SEPARABILITY

Should any article, section or clause of the Agreement be declared illegal by a court of last resort having competent jurisdiction, then such article, section or clause shall be deleted from this Agreement to the extent that it violates the law, and the parties shall enter into negotiations to replace the invalid provision.

B. COMPLIANCE CLAUSE

Any individual contract between the Board and an individual employee shall be subject to and consistent with the terms and conditions of this Agreement.

C. PRINTING

Within thirty (30) days following the signing of this Agreement and upon joint approval of the format, copies of this Agreement shall be printed.

The Agreement shall be presented to all certified employees now employed and subsequently employed during the period of this Agreement. The District and the Association will receive ten (10) additional copies of the Agreement.

The parties shall share all costs of printing the Agreement equally.

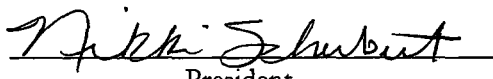
D. DURATION


This Agreement shall be effective from July 1, 2007, until June 30, 2008.

The settlement for the 2007-2008 Master Contract shall be a total package of 4.9%.

E. SIGNATURE CLAUSE

The parties to this Agreement have caused it to be signed by their respective representatives on this 5 day of March, 2007.


President
Remsen-Union Education Association


President
Remsen-Union Board of Directors

**APPENDIX A
DUES DEDUCTION FORM**

Authorization for payroll deduction for Education Association Dues:

First Name	Initial	Last Name
------------	---------	-----------

I hereby request and authorize the Board of Education of the Remsen-Union Community School District as my remitting agent, to deduct, according to the provisions of Article 2, from my earnings each month until this authorization is changed or revoked as provided herein, a sufficient amount to provide for monthly payment of the prevailing rate of dues which amount is to be remitted each month for me and on my behalf to the treasurer of the Remsen-Union Education Association.

It is understood that this authorization shall begin on October or on the first payroll period following this date and shall continue through June from the date hereof, and shall thereafter continue for successive periods of one year unless revoked in writing by a thirty (30) day notice to said organization.

It is further understood that in the event my employment terminates prior to June, I shall provide verification to the Board of Education from the Association that my dues are paid in full for the year or that satisfactory arrangements have been made with the Association for payment of those dues. In the event I do not furnish said verification it is understood that the balance of the year's dues shall be deducted from my final payment from the Remsen-Union Community School District.

Date: _____

Signature: _____

Social Security # _____

**APPENDIX B
GRIEVANCE FORM**

Date Filed

Community School District

Distribution of Form

Building

1. Employee
2. Appropriate Supervisor
3. Superintendent
4. Association

Name of Aggrieved Person

Level One

A. Date Alleged violation occurred _____

B. Section(s) of Contract violated _____

C. Statement of Grievance _____

D. Relief sought _____

Signature of Principal

Date

Signature of Grievant

Date

A. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or Immediate Supervisor

Date

Level Two

A. _____
Signature of Aggrieved Person Date Received by Superintendent

A. Disposition by Superintendent or Designee _____

Signature of Superintendent
or Designee

Date

Level Three

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitration Date Received by Arbitrator

B. Disposition and Award of Arbitrator _____

(If additional space is needed, attach additional sheets.)

Signature of Arbitrator

Date of
Decision

ADDENDUM 1

INSURANCE

Any employee employed for the 1992-93 school year not taking single insurance shall continue to have the option of taking the amount as cash, with FICA/IPERS removed before distribution.

		REMSSEN-UNION					BASE =	\$23,225	REMSSEN-UNION						
SALARY INDEX - 2007-2008												SALARY SCHEDULE - 2007-2008			
STEP	BA	BA+12	BA+24	MA	MA+15			STEP	BA	BA+12	BA+24	MA	MA+15		
0	1.00	1.04	1.08	1.12	1.16			0	\$23,225	\$24,154	\$25,083	\$26,012	\$26,941		
1	1.04	1.08	1.12	1.16	1.20			1	\$24,154	\$25,083	\$26,012	\$26,941	\$27,870		
2	1.08	1.12	1.16	1.20	1.24			2	\$25,083	\$26,012	\$26,941	\$27,870	\$28,799		
3	1.12	1.16	1.20	1.24	1.28			3	\$26,012	\$26,941	\$27,870	\$28,799	\$29,728		
4	1.16	1.20	1.24	1.28	1.32			4	\$26,941	\$27,870	\$28,799	\$29,728	\$30,657		
5	1.20	1.24	1.28	1.32	1.36			5	\$27,870	\$28,799	\$29,728	\$30,657	\$31,586		
6	1.24	1.28	1.32	1.36	1.40			6	\$28,799	\$29,728	\$30,657	\$31,586	\$32,515		
7	1.28	1.32	1.36	1.40	1.44			7	\$29,728	\$30,657	\$31,586	\$32,515	\$33,444		
8	1.32	1.36	1.40	1.44	1.48			8	\$30,657	\$31,586	\$32,515	\$33,444	\$34,373		
9	1.36	1.40	1.44	1.48	1.52			9	\$31,586	\$32,515	\$33,444	\$34,373	\$35,302		
10	1.40	1.44	1.48	1.52	1.56			10	\$32,515	\$33,444	\$34,373	\$35,302	\$36,231		
11	1.44	1.48	1.52	1.56	1.60			11	\$33,444	\$34,373	\$35,302	\$36,231	\$37,160		
12	1.48	1.52	1.56	1.60	1.64			12	\$34,373	\$35,302	\$36,231	\$37,160	\$38,089		
13	1.52	1.56	1.60	1.64	1.68			13	\$35,302	\$36,231	\$37,160	\$38,089	\$39,018		
14	1.56	1.60	1.64	1.68	1.72			14	\$36,231	\$37,160	\$38,089	\$39,018	\$39,947		
15	1.60	1.64	1.68	1.72	1.76			15	\$37,160	\$38,089	\$39,018	\$39,947	\$40,876		
16	1.64	1.68	1.72	1.76	1.80			16	\$38,089	\$39,018	\$39,947	\$40,876	\$41,805		
17	1.68	1.72	1.76	1.80	1.84			17	\$39,018	\$39,947	\$40,876	\$41,805	\$42,734		
18	1.72	1.76	1.80	1.84	1.88			18	\$39,947	\$40,876	\$41,805	\$42,734	\$43,663		
19	1.76	1.80	1.84	1.88	1.92			19	\$40,876	\$41,805	\$42,734	\$43,663	\$44,592		
20		1.84	1.88	1.92	1.96			20		\$42,734	\$43,663	\$44,592	\$45,521		
21		1.88	1.92	1.96	2.00			21		\$43,663	\$44,592	\$45,521	\$46,450		
22		1.92	1.96	2.00	2.04			22		\$44,592	\$45,521	\$46,450	\$47,379		
23		1.96	2.00	2.04	2.08			23		\$45,521	\$46,450	\$47,379	\$48,308		

Remsen-Union Supplemental Pay Scale *2007-2008*

Position	Base	% (0-1)	Cost	% (2-3)	Cost	% (4-5)	Cost	% (6-7)	Cost	% (8-9)	Cost	% (10-11)	Cost	% (12-13)	Cost
Activities Director	23,225	24	\$5,574	24.5	\$5,690	25	\$5,806	25.5	\$5,922	26	\$6,039	26.5	\$6,155	27.5	\$6,387
MS Athletic Supervisor	23,225	7	\$1,626	7.5	\$1,742	8	\$1,858	8.5	\$1,974	9	\$2,090	9.5	\$2,206	10.5	\$2,439
Basketball	23,225	11	\$2,555	11.5	\$2,671	12	\$2,787	12.5	\$2,903	13	\$3,019	13.5	\$3,135	14.5	\$3,368
Asst Basketball	23,225	9	\$2,090	9.5	\$2,206	10	\$2,323	10.5	\$2,439	11	\$2,555	11.5	\$2,671	12.5	\$2,903
Football	23,225	11	\$2,555	11.5	\$2,671	12	\$2,787	12.5	\$2,903	13	\$3,019	13.5	\$3,135	14.5	\$3,368
Asst Football	23,225	9	\$2,090	9.5	\$2,206	10	\$2,323	10.5	\$2,439	11	\$2,555	11.5	\$2,671	12.5	\$2,903
Track	23,225	11	\$2,555	11.5	\$2,671	12	\$2,787	12.5	\$2,903	13	\$3,019	13.5	\$3,135	14.5	\$3,368
Asst Track	23,225	9	\$2,090	9.5	\$2,206	10	\$2,323	10.5	\$2,439	11	\$2,555	11.5	\$2,671	12.5	\$2,903
XC Head Coach	23,225	5	\$1,161	5.5	\$1,277	6	\$1,394	6.5	\$1,510	7	\$1,626	7.5	\$1,742	8.5	\$1,974
XC B & G	23,225	7	\$1,626	7.5	\$1,742	8	\$1,858	8.5	\$1,974	9	\$2,090	9.5	\$2,206	10.5	\$2,439
Volleyball	23,225	11	\$2,555	11.5	\$2,671	12	\$2,787	12.5	\$2,903	13	\$3,019	13.5	\$3,135	14.5	\$3,368
Asst Volleyball	23,225	9	\$2,090	9.5	\$2,206	10	\$2,323	10.5	\$2,439	11	\$2,555	11.5	\$2,671	12.5	\$2,903
Baseball	23,225	11	\$2,555	11.5	\$2,671	12	\$2,787	12.5	\$2,903	13	\$3,019	13.5	\$3,135	14.5	\$3,368
Asst Baseball	23,225	9	\$2,090	9.5	\$2,206	10	\$2,323	10.5	\$2,439	11	\$2,555	11.5	\$2,671	12.5	\$2,903
Softball	23,225	11	\$2,555	11.5	\$2,671	12	\$2,787	12.5	\$2,903	13	\$3,019	13.5	\$3,135	14.5	\$3,368
Asst Softball	23,225	9	\$2,090	9.5	\$2,206	10	\$2,323	10.5	\$2,439	11	\$2,555	11.5	\$2,671	12.5	\$2,903
Golf-Head	23,225	7	\$1,626	7.5	\$1,742	8	\$1,858	8.5	\$1,974	9	\$2,090	9.5	\$2,206	10.5	\$2,439
Golf B & G	23,225	9	\$2,090	9.5	\$2,206	10	\$2,323	10.5	\$2,439	11	\$2,555	11.5	\$2,671	12.5	\$2,903
Annual Advisor	23,225	5	\$1,161	5.5	\$1,277	6	\$1,394	6.5	\$1,510	7	\$1,626	7.5	\$1,742	8.5	\$1,974
Band	23,225	9	\$2,090	9.5	\$2,206	10	\$2,323	10.5	\$2,439	11	\$2,555	11.5	\$2,671	12.5	\$2,903
Drill Team	23,225	4	\$929	4.5	\$1,045	5	\$1,161	5.5	\$1,277	6	\$1,394	6.5	\$1,510	7.5	\$1,742
Flag Sponsor	23,225	2.7	\$627	3.2	\$743	3.7	\$859	4.2	\$975	4.7	\$1,092	5.2	\$1,208	6.2	\$1,440
Have Club Head	23,225	3	\$697	3.5	\$813	4	\$929	4.5	\$1,045	5	\$1,161	5.5	\$1,277	6.5	\$1,510
Asst Have Club	23,225	1.4	\$325	1.9	\$441	2.4	\$557	2.9	\$674	3.4	\$790	3.9	\$906	4.9	\$1,138
Jr Class Spons	23,225	3	\$697	3.5	\$813	4	\$929	4.5	\$1,045	5	\$1,161	5.5	\$1,277	6.5	\$1,510
Musical	23,225	5	\$1,161	5.5	\$1,277	6	\$1,394	6.5	\$1,510	7	\$1,626	7.5	\$1,742	8.5	\$1,974
Newspaper	23,225	4	\$929	4.5	\$1,045	5	\$1,161	5.5	\$1,277	6	\$1,394	6.5	\$1,510	7.5	\$1,742
NHS	23,225	1.4	\$325	1.9	\$441	2.4	\$557	2.9	\$674	3.4	\$790	3.9	\$906	4.9	\$1,138
Cheerleader Sp	23,225	3.5	\$813	4	\$929	4.5	\$1,045	5	\$1,161	5.5	\$1,277	6	\$1,394	7	\$1,626
Play	23,225	4.5	\$1,045	5	\$1,161	5.5	\$1,277	6	\$1,394	6.5	\$1,510	7	\$1,626	8	\$1,858
Speech Contest	23,225	5	\$1,161	5.5	\$1,277	6	\$1,394	6.5	\$1,510	7	\$1,626	7.5	\$1,742	8.5	\$1,974

[illegible]

_____ Evaluates all players throughout season and helps them understand and, with parental involvement, set performance goals.

_____ Displays appropriate conduct toward players, officials, and other workers during practice and competition.(i.e.: Does not use alcohol, tobacco, or any other substance in the presence of students. Attends award banquets and extra duty that relates to the sport.)

_____ Keeps athletic director informed of any problems related to the sport.

Coaching Performance:

_____ Establishes goals for each sport season and evaluates said goals during and at the end of the season.

_____ Prepares with staff for daily practices.

_____ Provides for individual as well as group instruction, and promotes individual and team discipline.

_____ Innovative in using new **coaching** techniques and ideas, in addition to proven methods of **coaching**.

_____ Coach and **coaching** staff are prompt in meeting teams for practices and games.

Parent - Student Community Involvement

(Partially based on information received from parents and other outside resources)

_____ Cooperates with parents, media, radio, television, booster clubs, other coaches, and sponsors.

_____ Conducts preseason meeting(s) to inform parents of expectations, responsibilities and solicit their input for program development. Listens to parent concerns and responds in a timely and appropriate manner.

_____ Conducts self evaluation of athletic program with input from parents and participants.

_____ Is fair and consistent with team members.

_____ Provides leadership and develops attitudes that produce winning efforts.

_____ Structures program and training in order to provide for success, reward, feedback, interest, and effective level of concern for all participants.

Administrator's Signature _____

Post-Season Coach's Evaluation

— Must be completed each year —

As part of the pre-evaluation conference, the coach was informed that an administrator/activities director would hold a post-season evaluation conference and provide the coach with feedback on the coach's performance over the past season. The intent of this conference is to discuss with the coach the degree to which he/she met or failed to meet the standards discussed in the pre-season conference. The coach's signature below indicates that an evaluation/feedback conference took place.

Signature does not necessarily indicate agreement or disagreement with the contents.

Sport _____

Comments of Activities Director

Signature of Activities Director

Date:

*Comments of Principal/District
Administrator*

Signature of Principal/District Administrator _____

Date:

Signature of Superintendent _____

Date:

Comments of Coach

Signature of Coach _____

Date:

Sport Assignment

Remsen-Union Community Schools Coaching Evaluation Form

PURPOSES OF COACHING EVALUATION

To serve as a basis for the improvement of **coaching** instruction.

To serve as a measurement of the professional growth and development of coaches.

To enhance **District** activities.

CATEGORIES OF STANDARDS

Professional and Personal Relationships

Related **Coaching** Responsibilities

Coaching Performance

PROCESS OF EVALUATION

Pre-Season Conference

Information and Data **Evaluation**

Post-Season Conference

Pre-Season Head Coach's Conference

— *Required Meeting* —

The attached evaluation contains the standards that have been identified as essential for coaches to possess and demonstrate. These standards are considered essential to successful athletic programs at the middle and high school level. A preseason conference will be scheduled with the coach to review these performance standards and discuss the expectations the administrator has of the person holding this position. This conference is intended to make the coach fully aware of the District goals as well as the administrator's personal expectations of the coach while holding this position. At, or near, the conclusion of your coaching assignment for this year, an administrator, collaboration with the Activities Director, will conduct a post season evaluation conference to review the degree to which the coach met, or failed to meet, these performance standards. The administrator's evaluation will be based on the coach's performance throughout the season and may include off season criteria.

Pre Season Discussion

As coach for the upcoming season(s), the attached evaluation standards have been given and explained to me. I understand my attainment of these expectations will be the basis for my evaluation conducted at the conclusion of the season.

It is understood by the undersigned coach that his/her contract may or may not be renewed for the following year at the sole discretion of the Board of Education.

Sport _____

Comments of Coach

Signature of Coach _____

Date:

Comments of Principal/Activities Director

Signature of District Administrator _____

Date:

**REMSEN-UNION COMMUNITY SCHOOLS
Coach's Evaluation**

Date of Final Assessment _____

Rating Key:

- 1 = Critical Problem
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Very Good
- 5 = Outstanding

NA = Not Applicable

Professional and Personal Relationships:

- _____ Works cooperatively with athletic director in budget and other matters related to the coaching assignment.
- _____ Understands and follows rules and regulations as set forth by all governing agencies of the sport.
- _____ Participates in a reasonable number of professional and in-service activities.
- _____ Submits appropriate and accurate reports, i.e. participant lists, eligibility cards, year-end program reports, etc., on a timely basis.
- _____ Wears appropriate dress at practices and athletic events.
- _____ Has completed appraisals of all assistant coaches in a timely and equitable manner.

Related Coaching Responsibilities:

- _____ Maintains, inventories, issues, and stores equipment in a timely and accurate manner.
- _____ Assists in preparation of sport schedule.
- _____ Cooperates in sharing the use of facilities.
- _____ Supervises and administers locker and training rooms.
- _____ Shows an interest in players lives and families outside of athletics.
- _____ Maintains self control and poise; is consistently positive and/or enthusiastic.
- _____ Evaluates all players throughout season and helps them understand and, with parental involvement, set performance goals.

_____ Displays appropriate conduct toward players, officials, and other workers during practice and competition. (i.e.: Does not use alcohol, tobacco, or any other substance in the presence of students. Attends award banquets and extra duty that relates to the sport.)

_____ Keeps athletic director informed of any problems related to the sport.

Coaching Performance:

_____ Establishes goals for each sport season and evaluates said goals during and at the end of the season.

_____ Prepares with staff for daily practices.

_____ Provides for individual as well as group instruction, and promotes individual and team discipline.

_____ Innovative in using new **coaching** techniques and ideas, in addition to proven methods of **coaching**.

_____ Coach and **coaching** staff are prompt in meeting teams for practices and games.

Parent - Student Community Involvement

(Partially based on information received from parents and other outside resources)

_____ Cooperates with parents, media, radio, television, booster clubs, other coaches, and sponsors.

_____ Conducts preseason meeting(s) to inform parents of expectations, responsibilities and solicit their input for program development. Listens to parent concerns and responds in a timely and appropriate manner.

_____ Conducts self evaluation of athletic program with input from parents and participants.

_____ Is fair and consistent with team members.

_____ Provides leadership and develops attitudes that produce winning efforts.

_____ Structures program and training in order to provide for success, reward, feedback, interest, and effective level of concern for all participants.

Administrator's Signature _____

Post-Season Coach's Evaluation

— Must be completed each year —

As part of the pre-evaluation conference, the coach was informed that an administrator/activities director would hold a post-season evaluation conference and provide the coach with feedback on the coach's performance over the past season. The intent of this conference is to discuss with the coach the degree to which he/she met or failed to meet the standards discussed in the pre-season conference. The coach's signature below indicates that an evaluation/feedback conference took place.

Signature does not necessarily indicate agreement or disagreement with the contents.

Sport _____

Comments of Activities Director

Signature of Activities Director _____

Date:

*Comments of Principal/District
Administrator* _____

Signature of Principal/District Administrator _____

Date:

Signature of Superintendent _____

Date:

Comments of Coach

Signature of Coach _____

Date:

Sport Assignment